



**Little River Band of Ottawa Indians  
Department of Commerce  
2017 Workforce Development Program**

**1.01: Internship Program Policy/Procedure:**

**Policy:**

To recruit, assist, and offer LRBOI Tribal Citizens and Tribal Preference Students the work experience in an assortment of positions that are needed Tribal wide. LRBOI via its' government, enterprises, and business entities has the ability to offer the Tribal Citizen/ Preference College student(s) an educational internship in almost any field of study. Examples: law enforcement, accounting, legal, marketing, social work, medical, administration, construction, etc. Commerce Department will budget ten (10) Internship positions per fiscal year. Applications are accepted January 1<sup>st</sup> and positions are filled on a first come first served basis.

**Description:**

The internship experience is designed to provide LRBOI Tribal Citizen and Preference Students with the opportunity to gain supervised experience in a work setting for which academic credit is earned. Internships are valuable to LRBOI Tribal Citizen and Preference Students because the internship can be included on their resume and in interviews as work experience.

LRBOI gains an opportunity to help LRBOI Tribal Citizen and Preference Students by participating in the educational process and the opportunity to identify potential applicants for the future.

LRBOI gains the following benefits by offering internships:

- Interns perform functions that will assist more experienced employees
- Interns can complete special projects that would otherwise go undone
- Interns can assist on short-term assignments
- LRBOI gains access to a motivated and skilled labor pool
- Interns can be used to carry out functions during periods of peak load

## **Definition of Internship:**

The Internship Educational Grant Program (applications available through the LRBOI Commerce Department) is only open to LRBOI Tribal Citizen and Preference Students that meet the following requirements:

1. Applicant must be an enrolled LRBOI Tribal Citizen or Tribal Preference (Descendant) and at least 18 years of age.
2. Applicant must have a 2.75 Cumulative Grade Point Average (G.P.A.).
3. Applicant must be in a degreed program at an accredited College or University.
4. Length of Internship paid by the Work Force Development Program is 240 paid hours at \$10.00 per hour.
5. Internship will be limited to a placement within LRBOI's government, enterprises or business entities and will not be allowed outside of government, enterprises or business entities of the tribe. Internships outside of LRBOI's government, enterprises or business entities will be referred to Michigan Indian Employment and Training Services, Inc.

Applicant shall only receive educational grant payment or wage being paid for Internship Program (If any wage is available). Applicant shall not receive wage in addition to educational release time. Tribal citizen employees of the Tribe and or its enterprises shall not be paid the hourly internship wage in addition to their educational release time. An applicant assigned to an Internship may not work more than 40 hours per week. In addition, the applicant may not be a full-time permanent employee at the time the application is submitted. The LRBOI Internship Program is limited to placement within government, enterprises and business entities of Little River Band of Ottawa Indians. All others should inquire through Michigan Indian Employment and Training Services, Inc.

Students on academic or disciplinary probation will not be permitted to enroll in an internship.

## **Priority of Internships:**

1. LRBOI Tribal Citizens that need to complete an internship as part of their degree
2. LRBOI Tribal Citizens enrolled in an accredited college or university
3. LRBOI Descendants that need to complete an internship as part of their degree
4. LRBOI Descendants enrolled in an accredited college or university
5. LRBOI Tribal Citizens High School Graduates enrolled in an accredited college or university (GPA requirement waived since no GPA has been established)
6. First time applicants are given priority except for Tribal Citizen and Descendant that meet #1 and #3 above.

## **Assignments for Interns:**

Internship tasks should be planned ahead of time, and short- and medium-term projects are better than the same assignment day after day.

It is recommended a mix of projects requiring team collaboration involving other employees and projects assigned to the intern alone, to be handled from start to finish and

not too much administrative work.

Look for projects that employees may never get around to because they lack the time.

Learning objectives need to be structured so that they are result and competency based.

LRBOI will continually guide the student toward increased responsibility and learning opportunities will increase with each additional work assignment.

### **Pay for Interns:**

Pay for internships will be \$10 per hour.

As stated above, an applicant shall only receive educational grant payment or wage being paid for Internship Program (If a wage is available). Applicant shall not receive wage in addition to educational grant.

### **Length of Internships:**

All internships must be based on a minimum number of hours per week.

Director and Intern will develop a work schedule.

Full time internships are approximately 6-10 weeks.

An individual is only allowed (1) one internship per fiscal year.

### **Appropriate use of Interns:**

The Federal Fair Labor Standards Act (FLSA) offers several examples of acceptable training such as:

- A student shadowing a hospital nurse but provides no patient care
- A retailing student practicing ringing up purchases and making change at a simulated checkout station
- A trainee enters “worthless” data on a computer that the business will not use

Please see the Department of Commerce for other programs that may assist you during your internship such as: Internship Hosting, Career Assistance Voucher, Employment Daycare Assistance Voucher, and Development & Training.

## **To Directors:**

### **Engaging Interns:**

Internships are for the benefit of the student. Interns are not to be used in place of employees. Interns will be placed in entry-level pre-professional experiences that are designed to enhance and build their skills. Generally, interns will observe the workplace, discuss with the supervisor such matters as why work is done in a certain way and suggest improvements based on their course work.

Internships are not designed to be an advantage to LRBOI and Interns are not entitled to a job at the conclusion of the internship. The purpose of the internship is to provide a learning experience. It is expected that the supervisory time required will outweigh any work performed by an intern.

Interns usually perform tasks under the watchful eye of a supervisor/employee. If an intern deals with clients or customers without a supervisor present—as a practice teacher will handle a class alone—they review proposed activities or decisions either beforehand or afterward with an employee/supervisor.

Interns will be required to acknowledge in writing that they are not an LRBOI employee, are not entitled to employee benefits, are not entitled to workers compensation, and will comply with all applicable company policies (e.g., confidentiality, illegal drugs, intoxication, safety, etc.).

Any forms required by a government agency will be completed at the beginning of the internship.

The Intern will be provided with a current detailed job description of work tasks to be performed prior to any student placement.

### **Work hours for Interns:**

Departmental functions and needs are likely to dictate whether interns will work a few hours each week during the academic year or join you for several days a week during school breaks.

### **1.02: Internship Hosting:**

To assist LRBOI Tribal Citizens who are in the Internship Program by providing them with a low or no-cost lodging opportunity so that they may fulfill their internship requirements in a safe and friendly environment. It is encouraged that LRBOI families assist the College and University students by volunteering for this program.

1. Sponsoring Host must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Must provide Internship Applicant with separate room.
3. Little River Band of Ottawa Indians will pay Internship Host Families an Honorarium. It will be paid at the end of the applicants internship in the amount of \$25 per week for a maximum total of \$150.00

### **2.01: Development & Training:**

Various training and services as needed for LRBOI Citizens not limited to the following: pre-employment drug testing, pre-employment physicals, purchase of bus passes, procurement of drivers record, job interviewing skills, unmet college/university course fees and miscellaneous fees. The Commerce Department will coordinate and work with Michigan Indian Employment & Training Services, Michigan Works, and any other local, state, tribal, or federal agency. The maximum amount per applicant that will be paid on their behalf to third party vendors is \$300.00 per calendar year. Access to this funding is limited to three (3) times per tribal member within a five (5) year period.

Coordinate LRBOI program services with outside agency services to allow for the maximum benefit to the Tribal Citizen.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must be enrolled in the LRBOI Workforce Development Program
3. Funds will be paid directly to third party vendors on behalf of the Tribal Citizen and access to this funding is limited to three (3) times per tribal member within a five (5) year period.
4. Funds will only be released with proper documentation: invoices, bill, estimate, etc.

### **3.01 Career Assistance Voucher:**

Career Assistance Vouchers can be used for supplies, tools, clothes, bus passes, and daycare but are not limited to those uses. Career Assistance Vouchers are anything that reasonable assists the applicant in advancing their career via the LRBOI Workforce Development Program. The Career Assistance Voucher amount is \$200.00 per calendar year and the applicant must meet all of the following guidelines. Access to this funding is limited to three (3) times per tribal member within a five (5) year period.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 16 years of age.
2. Applicant must be enrolled in the LRBOI Workforce Development.
3. Applicant is only available for a Career Assistance Voucher once per calendar year (365 days from any date).

4. Applicant must be a new hire at a new employer and notify LRBOI Workforce Development within 30 days of the hire date and access to this funding is limited to three (3) times per tribal member within a five (5) year period.
5. Employment & Enrollment verification is required prior to any disbursement of funds.
6. Tribal Citizens placed through the Adult or Youth Work Experience/Employment Program are eligible to receive a Career Assistance Voucher as long as one has not been received in the past 365 days.

#### **4.01 Employment Daycare Assistance Voucher:**

Employment Daycare Vouchers can be used to assist in removing one of the biggest barriers to sustainable employment. The Employment Daycare Voucher amount is \$250.00 per calendar year and the applicant must meet all of the following guidelines. Access to this funding is limited to three (3) times per tribal member within a five (5) year period.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must be enrolled in LRBOI Workforce Development.
3. Applicant is only available for Employment Daycare Vouchers once per calendar year (365 days) and access to this funding is limited to three (3) times per tribal member.
4. Applicant must be a new hire at a new employer and notify LRBOI Workforce Development within 30 days of hire date.
5. Employment and Enrollment verification is required prior to any disbursement of funds.
6. Funds will only be paid to a state licensed daycare provider.
7. Payment shall be made directly to the state licensed daycare provider.

#### **5.01 GED/Adult Education Completion Voucher**

Tribal citizens who are 18 years old, not enrolled in a high school, and who have not completed a high school diploma or GED can receive a \$250.00 Voucher to help cover costs associated with completion of a high school diploma or GED. Such costs may include daycare, transportation, test fees, study materials, etc. Participants must complete and pass the GED or obtain a high school diploma before they are eligible to receive the Voucher. This is a one-time only Voucher.

1. Applicant must be an enrolled LRBOI Tribal Citizen and at least 18 years of age.
2. Applicant must be enrolled in LRBOI Workforce Development.
3. Voucher is available for the GED/Adult Education Completion Voucher on a one-time-only basis.
4. Applicant must request the GED/Adult Education Completion Voucher within 90 days of completion.
5. Proof of GED completion or copy of diploma is required prior to any disbursement of funds and Voucher will be paid directly to the recipient of the GED/high school diploma.

## **6.01: Adult Work Experience/Employment Program**

### **Policy:**

To recruit, assist, and offer LRBOI Tribal Citizens a work experience in an assortment of positions that are needed Tribal wide. LRBOI via its' government, enterprises, and business entities has the ability to offer the Tribal Citizen a work experience in many areas.

Examples: law enforcement, accounting, legal, marketing, social work, medical, administration, construction, etc.

### **Description:**

The Adult Work Experience/Employment Program is designed to provide the LRBOI Tribal Citizen the opportunity to gain supervised experience in a work setting. Work experience is valuable to the LRBOI Tribal Citizen because the experience can be included on their resume and in interviews. All applicants selected to participate in the Adult Work Experience / Employment Program will be required to complete up to 32 hours of Job Readiness Training.

LRBOI gains an opportunity to help LRBOI Tribal Citizens by participating in the employment process and the opportunity to identify potential applicants for the future.

LRBOI gains the following benefits by offering work experience:

- Work experience employees perform functions that will assist more experienced employees
- Employee can complete special projects that would otherwise go undone
- Employee can assist on short-term assignments
- LRBOI gains access to a motivated and skilled labor pool
- Employee can be used to carry out functions during periods of peak load

### **Definition of Adult Employment Program/Work Experience:**

The Adult Employment Program (applications available through the LRBOI Commerce Department) is only open to LRBOI Tribal Citizen that meet the following requirements:

1. Applicant must be an enrolled LRBOI Tribal Citizen at least 18 years of age.
2. Applicant must complete a standard LRBOI Employment Application and LRBOI Employment Background Application at LRBOI Human Resources and a Workforce Development Application for Programs at Commerce. Fifteen (15) positions are budgeted for the fiscal year and will be filled on a first come first served basis.
3. Applicant must complete up to 32 hours of paid Job Readiness Training during employment.
4. Length of Work Experience paid by the Workforce Development Program is 320 hours at \$10.00 per hour.

5. A Work Experience employee is allowed one Work Experience per fiscal year and access to the work experience program is limited to (3) three placements / assignments within a (5) five year period.
6. Applicant must pass a Human Resources Background Investigation prior to placement.

Applicant shall only receive wage being paid for work experience through the Program. Applicant shall not receive wage in addition to educational release time. Tribal Citizen employees of the Tribe and or its enterprises shall not be paid the hourly work experience wage in addition to their educational release time. An applicant assigned to a Work Experience may not work more than 30 hours per week. In addition, the applicant may not be a full-time permanent employee at the time the application is submitted.

Fifteen (15) Adult Work Experience positions are available during the fiscal year. Applicants selected for a work experience understand that their selection is based on meeting all requirements listed above. Applications are accepted January 1<sup>st</sup> with position placements made on a first come first served basis.

### **MANDATORY Job Readiness Training:**

Adult Work Experience employees in their first year in the AWE program will be required to complete up to 32 hours of paid mandatory Job Readiness Training during their employment. Failure to do so will result in dismissal from the Work Experience. Job Readiness Training will consist of resume and cover letter preparation, preparing for the interview, how to correctly fill out a job application, job searching strategy, and other training applications designed to prepare the individual for work and job retention. Job Readiness Training will take place during the Adult Experience Program.

### **Assignments for Work Experience Employees:**

Employee tasks should be planned ahead of time, and short- and medium-term projects are better than the same assignment day after day.

It is recommended a mix of projects requiring team collaboration involving other employees and projects assigned to the work experience employee alone, to be handled from start to finish.

Look for projects that regular employees may never get around to because they lack the time.

Project objectives need to be structured so that they are result and competency based.

LRBOI will continually guide the work experience employee toward increased responsibility and learning opportunities that will increase with each additional work assignment.

### **Pay for Employees:**

Pay for Adult Work Experience will be \$10 per hour.

As stated above, an applicant shall only receive wage being paid for Work Experience Program.



**Length of Work Experience:**

All Work Experience employees must be based on a minimum number of hours per week. A work experience may not to exceed 320 hours in a fiscal year. An individual is only allowed (1) one work experience per fiscal year. Access to the work experience program is limited to (3) placements / assignments within a (5) year period.

**Other Programs:**

Please see the Department of Commerce for other programs that may assist you during your work experience such as: Career Assistance Vouchers, Employment Daycare Assistance Voucher, and Development & Training.

**To Directors:****Engaging Work Experience Employees:**

Adult Work Experience is for the benefit of the employee. Employees in the Program are not to be used in place of regular employees. Employees will be placed in entry-level pre-professional work experiences that are designed to enhance and build their skills.

The Adult Work Experience is not designed to be an advantage to LRBOI and employees are not entitled to a job at the conclusion of the work experience. The purpose of the program is to provide experience and enhance individual skills.

Employees usually perform tasks under the watchful eye of a supervisor/employee. If an employee deals with clients or customers without a supervisor present they review proposed activities or decisions either beforehand or afterward with an employee/supervisor. The employee shall be evaluated by the supervisor at least once during the program.

Adult Work Experience employees will be required to acknowledge in writing that they are not a regular LRBOI employee, are not entitled to employee benefits, are not entitled to workers compensation, and will comply with all applicable company policies and employment requirements (e.g., drug test, confidentiality, illegal drugs, intoxication, safety, etc.).

Any forms required by a government agency will be completed at the beginning of the work experience including a standard LRBOI Employment Application, LRBOI Employment Background Application and Workforce Development Application for Programs.

## **Work hours for Employees:**

Departmental functions and needs are likely to dictate whether employees will work a few hours each week during the work experience or on a full-time basis. Total hours for the work experience employee shall not exceed 320 hours. Employee will be responsible for submitting to the Commerce Department a biweekly Time Sheet each Monday at 9:00a.m. Failure to do so may result in late payment of hours worked.

## **6.02: Summer Youth Work Experience/Employment Program**

### **Policy:**

To recruit, assist, and offer LRBOI Tribal Citizens a work experience in an assortment of positions that are needed Tribal wide. LRBOI via its' government, enterprises, and business entities has the ability to offer the Tribal Citizen a work experience in many areas. All positions are limited to the Manistee, Michigan area.

### **Description:**

The Summer Youth Work Experience/Employment Program is designed to provide the LRBOI Tribal Citizen the opportunity to gain supervised experience in a work setting. Work experience is valuable to the LRBOI Tribal Citizen because the experience can be included on their resume and in interviews. All applicants selected to participate in the Summer Youth Work Experience / Employment Program will be required to complete up to 32 hours of Job Readiness Training.

LRBOI gains an opportunity to help LRBOI Tribal Citizens by participating in the employment process and the opportunity to identify potential applicants for the future.

LRBOI gains the following benefits by offering work experience:

- Work experience employees perform functions that will assist more experienced employees
- Employee can complete special projects that would otherwise go undone
- Employee can assist on short-term assignments
- LRBOI gains access to a motivated and skilled labor pool
- Employee can be used to carry out functions during periods of peak load

### **Definition of Summer Youth Employment Program/Work Experience:**

The Summer Youth Employment Program (applications available through the LRBOI Commerce Department) is only open to LRBOI Tribal Citizen(s) that meet the following requirements:

1. Applicant must be an enrolled LRBOI Tribal Citizen at least 16 - 17 years of age.

2. Applicant must submit a State of Michigan Form CA-7 Combined Offer of Employment and Work Permit/Age Certificate for minors 16 and 17 years of age at LRBOI Human Resources as well as a standard LRBOI Employment Application, an LRBOI Employment Background Application at LRBOI Human Resources and a Workforce Development Application for Programs at Commerce. Five (5) positions are budgeted for the fiscal year. Placements will be made on a first come first served basis.
3. Applicant must complete up to 32 hours of paid Job Readiness Training during employment.
4. Length of Youth Work Experience paid by the Workforce Development Program is 320 hours at State of Michigan minimum wage (\$8.90 per hour for 2017).
5. A Work Experience employee is allowed one Work Experience per fiscal year and access the work experience program is limited to three placements / assignments within a five year period.
6. Applicant must pass a Human Resources Background Investigation prior to placement.

Applicant shall only receive wage being paid for work experience through the Program. Applicant shall not receive wage in addition to educational release time. Tribal Citizen employees of the Tribe and or its enterprises shall not be paid the hourly work experience wage in addition to their educational release time. An applicant assigned to a Work Experience may not work more than 40 hours per week. In addition, the applicant may not be a full-time permanent employee at the time the application is submitted.

Five (5) Work Experience positions are available during any given program year. Employees selected for a work experience understand that their selection is based on availability of positions and meeting all requirements listed above. The Summer Youth Work Experience Program will take place from the end of the Public School Year until Labor Day.

### **MANDATORY Job Readiness Training:**

Summer Youth Work Experience employees in their first year of the YWE program will be required to complete up to 32 hours of paid mandatory Job Readiness Training during their employment. Failure to do so will result in dismissal from the Work Experience program. Job Readiness Training will consist of resume and cover letter preparation, preparing for the interview, how to correctly fill out a job application, job searching strategy, and other training applications designed to prepare the individual for work and job retention. Job Readiness Training will take place during the Summer Youth Work Experience Program.

### **Assignments for Youth Work Experience Employees:**

Employee tasks should be planned ahead of time, and short- and medium-term projects are better than the same assignment day after day.

It is recommended a mix of projects requiring team collaboration involving other employees and projects assigned to the work experience employee alone, to be handled from start to finish.

Look for projects that regular employees may never get around to because they lack the time. Project objectives need to be structured so that they are result and competency based.

LRBOI will continually guide the work experience employee toward increased responsibility and learning opportunities that will increase with each additional work assignment.

### **Pay for Employees:**

Pay for Summer Youth Work Experience will be State of Michigan minimum wage (\$8.90 per hour).

As stated above, an applicant shall only receive wage being paid for Work Experience Program.

### **Length of Work Experience:**

All Work Experience employees must be based on a minimum number of hours per week.

Full time work experience is approximately 8-10 weeks not to exceed 320 hours.

An individual is only allowed (1) one work experience per fiscal year. Access to the work experience program is limited to (3) three placements / assignments within a (5) five year period.

### **To Directors:**

### **Engaging Work Experience Employees:**

Summer Youth Work Experience is for the benefit of the employee. Employees in the Program are not to be used in place of regular employees. Employees will be placed in entry-level pre-professional work experiences that are designed to enhance and build their skills.

The Summer Youth Work Experience is not designed to be an advantage to LRBOI and employees are not entitled to a job at the conclusion of the work experience. The purpose of the program is to provide experience and enhance individual skills.

Employees usually perform tasks under the watchful eye of a supervisor/employee. If an employee deals with clients or customers without a supervisor present they review proposed activities or decisions either beforehand or afterward with an employee/supervisor. The employee will be evaluated by the supervisor at least once during the program.

Summer Youth Work Experience employees will be required to acknowledge in writing that they are not a regular LRBOI employee, are not entitled to employee benefits, are not entitled to workers compensation, and will comply with all applicable company policies and employment requirements (e.g., drug test, confidentiality, illegal drugs, intoxication, safety, etc.).

Any forms required by a government agency will be completed at the beginning of the work experience including a Workforce Development Application for Programs and submission of a Form CA-7 for minors 16 and 17 years of age, as well as a standard LRBOI Employment Application and LRBOI Employment Background Application.

**Work hours for Employees:**

Departmental functions and needs are likely to dictate whether employees will work a few hours each week during the work experience or on a full-time basis. Total hours for the work experience employee shall not exceed 320 hours. Employee will be responsible for submitting to the Commerce Department a biweekly Time Sheet each Monday at 9:00a.m. Failure to do so may result in late payment of hours worked.